

**SUMMARY MINUTES OF THE HERITAGE PRESERVATION COMMISSION
CITY OF SAINT PAUL, MINNESOTA
City Hall/Court House, 15 Kellogg Boulevard West, Lower Level - Room 40,**

May 12, 2016

Present: Matt Hill, Robert Ferguson, Bill Lightner, Amy Meller, David Riehle, Steve Trimble, Diane Trout-Oertel, David Wagner

Absent: Richard Dana (excused), Michael Justin (excused), Matt Mazanec (excused)

Staff Present: Amy Spong, Christine Boulware, Bill Dermody, Allison Suhan

BUSINESS MEETING

- I. **Call to Order:** 5:03 pm
- II. **Approval of the Agenda:** *Commissioner Trout-Oertel moved to approve the agenda. Commissioner Meller seconded the motion. **Motion passed 6-0.***
- III. **Conflicts of Interest:** *None stated.*
- IV. **Approval of Meeting Action Minutes**
 - A. April 14, 2016 Business Meeting
 - B. April 28, 2016 Public Hearing

*Commissioner Ferguson moved to approve both sets of minutes as submitted. Commissioner Wagner seconded the motion. **Motion passed 6-0.***

V. Public Hearings: Design Review

- A. **250 Sixth Street East, Lowertown Heritage Preservation District**, by Griffin Jameson - Kaas Wilson Architects, for a sign permit to install a 4'-6" wide by 46'-6" tall, aluminum, halo-lit sign at the western-most bay of the north elevation of the building. **File #16-027** (Dermody, 266-6617)

Commissioner Wagner moved to approve the application with the following conditions:

- 1. *Any revisions to the approved plans must be submitted to the HPC and/or staff for review.*
- 2. *The HPC stamped approved plans must be kept on site during the installation project.*
- 3. *No signage should be attached directly into brick, but into mortar joints only. Conduit shall also be attached only into the mortar joints and painted to match the surrounding masonry color. Commissioner Trout-Oertel seconded the motion. **Motion passed 5-2 (Commissioners S. Trimble, A. Meller)***

- B. **535 Dayton Avenue, Historic Hill Heritage Preservation District**, by Jason Timmers - Custom Renovations & Builders, LLC, for permits to construct a new, two-story, single-family home and three-stall, detached garage. **File #16-028** (Dermody, 266-6617)

3 individuals were present to testify for or against the proposal. There were 2 written testimonies read into the record.

Commissioner Trout-Oertel moved the staff recommendation with the following conditions and the creation of a Design Review Committee (A. Meller, B. Lightner, D. Wagner) to review final details:

1. A Design Review Committee shall be formed to review and approve final materials, details, designs, sizes, profiles, finishes, colors, and specifications addressing the following conditions, and the 1st floor elevation height, windows, doors, and the CMU finish.
2. The stair treads and risers at the front porch shall be solid wood. Any handrails or guardrails shall be submitted to staff for review and approval.
3. A final door and window schedule shall be submitted to HPC staff for final review and approval. The front door shall be wood. All divided lights shall be simulated or true divided with both interior and exterior profiles.
4. All materials shall be painted or stained within one year of permit issuance. There shall be no materials left raw and any stains or finishes applied to the exterior shall be opaque. The lap siding shall have a 4" lap exposure. The aluminum soffit shall be flat.
5. A detailed masonry specification for any retaining wall and steps repair shall be submitted to staff for final review.
6. All historic infrastructure shall be protected during construction and repairs in-kind made if there is any damage. This includes but is not limited to the front stairs, retaining wall, brick alleys, stone sidewalks and granite curbing.
7. Any revisions to the approved plans shall be reviewed and approved by the HPC and/or staff.
8. The HPC stamped approved plans shall remain on site for the duration of the project. Commissioner Ferguson seconded the motion. **Motion passed 6-0.**

VI. Old Business: None stated.

VII. New Business

- A. Presentation of MNDOT's Historic Bridge Study (Kristen Zschomler, MNDOT)

VIII. Chair Announcements: None stated.

IX. Committee Reports:

- A. Heritage Preservation Awards Committee (Dana, Mazanec, Meller)
Ms. Suhan called for volunteers to come into HPC offices to help build frames for the awards recipients.

X. Staff Announcements

- A. April Design Review Statistics and Highlights (see attached)
- B. Ms. Boulware announced that the amount of administrative design review is increasing and that much preparation was going into the upcoming HPC Awards on Tuesday, May 17.
- C. Ms. Boulware announced her participation in a two day seminar on Historic Bridges: Management, Regulation and Rehabilitation offered by the National Preservation Institute.
- D. Ms. Suhan announced that the RFP for the Dayton's Bluff Vacant Homes closed on May 11.
- E. Ms. Boulware announced that a consultant had been chosen to update and revise the Lowertown Historic District design guidelines.

XI. Motion to Adjourn: 7:14 pm

Submitted by F. Counts.